

TENDER ENQUIRY

INSTALLATION OF ACRYLIC SIGN BOARD

**AT PHASE IB OF
INSTITUTE OF ADVANCED VIROLOGY**

BIO 360 LIFE SCIENCES PARK

THONNAKKAL

THIRUVANANTHAPURAM-695317

Tender No. IAV/202/Admin/2022

Date of issue of tender: 03.04.2023

Date of closing: 10.04.2023 at 10.00hrs

Institute of Advanced Virology Thiruvananthapuram invites sealed techno-commercial tenders towards “**INSTALLATION OF ACRYLIC SIGN BOARD**” from contractors/firms who have experience is executing works of similar nature and magnitude.

- i. Last date/time for submission of bids is **10.04.2023 at 10.00hrs**. The bids are to be submitted in the tender box maintained at office of the Administrative Officer, Institute of Advanced Virology, Bio 360 Life Sciences Park, Thonnakkal, Thiruvananthapuram-695317.
- ii. In case of any holiday or unforeseen closure of the institute on the scheduled day of opening of the bids, the bids will be opened on the next working day at the same time, but the deadline for submission of bids remains the same as indicated above.
- iii. Bids received after the above-mentioned date and time shall not be considered. Conditional bids will be rejected outright.
- iv. The responsibility of submission of the bids on or before the last date shall rest with the tenderer. The institute will hold no responsibility for the non-receipt of the bids or for the bids received after the date/time specified. Any bid received after the bid submission deadline prescribed by the Institute, shall not be considered.
- v. The institute will respond to any request for clarification of the Tender Document that are received up to **THREE (03) days** prior to the deadline for submission of bids prescribed. For this purpose, the prospective Bidder(s) requiring clarification shall notify/contact the Institute in writing at the registered address. The bidders are encouraged to visit the site and get acquainted with the requirements before submitting the bids. It shall be deemed that the contractor/agency has undertaken a visit to the Institute and is aware of the projected requirement and operational conditions prior to the submission of the tender documents and no claims will be entertained after submission of the contract.

BoQ

INSTALLATION OF ACRYLIC SIGN BOARD

- The area, specification of the material and details of work to be carried are as follows:

SI No	Description of the Item	Quantity* (Mtrs/Nos)
1	Acylic Box Type Letter Led Board with metal frame as follows Specification/Material: Board size : 56 x 4 feet Box letter size : 3 feet Letters : white colour Metal frame : 2" x 1.5" Tub 18 Gauge thickness frame 'L' Clamp : 2" x 2" Angle for fixing Top Sheet : Black ACP 3mm (Aluminium Composite Panel)	1
2	Acylic Led Board for Institute logo in round Shape Board size : 7 feet round <u>Other Details</u> LED light & Power Supply one year warranty	1

Instructions to Bidders including Terms and Conditions

1. **Scope of Bid**

INSTALLATION OF ACRYLIC SIGN BOARD as per the specifications.

2. **Cost of Bidding**

2.1. The Bidder shall bear all costs associated with the preparation and submission of its bid and the IAV shall in no case be responsible or liable for those costs regardless of the conduct or outcome of the bidding.

3. **Amendment in the Tender Document**

3.1. At any time prior to the deadline for submission of bids, the IAV may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by way of amendment(s).

3.2. Amendments will be uploaded in the Institute website www.iav.kerala.gov.in and shall

be binding on the bidders. Further, it will be assumed that the Bidder has taken into account such amendments while submitting the bid.

4. Language of Bid

4.1. The bid prepared by the Bidder and all correspondence and documents related to the tender exchanged by the Bidder and the IAV shall be in English and the contract shall be construed and interpreted in accordance with that language.

4.2. If any of the brochures, leaflets or communication is prepared in any language other than English, a translation of such document, correspondence or communication shall also be provided at the cost and risk of the bidder. The translation so provided shall prevail in matters of interpretation. The bidder, with respect to such documents, correspondence, and communications, shall bear the costs and risks of such translation.

5. Documents Comprising the Bid: All bids must be substantially responsive and shall comprise all the technical specifications and commercial offer.

6. Eligibility Criteria:

a. The contractor/agency should have experience of executing works of similar nature and magnitude.

b. The contractor/agency should have valid GST/PAN registrations (proof to be submitted along with technical bids in cover 1).

c. The contractor/agency should submit Rs.2,000/- (Rupees Two thousand only) as Earnest Money Deposit (EMD) in the form of Demand Draft favouring the Director, Institute of Advanced Virology.

d. The contractor/agency should furnish photocopies of the PAN, GST and other valid registrations towards operating the intended services.

e. Any other information, which the contractor/agency wishes to provide.

7. Financial bid:

a. The bidder shall quote the rates and amount in the format prescribed at Annexure I.

b. Price shall be inclusive of all taxes.

OTHER TERMS AND CONDITIONS

1. Bid without EMD will be summarily rejected.

2. The EMD will be returned as promptly as possible, but not earlier than fifteen (15)

days after the successful Bidder has executed the agreement and furnished the required performance security.

3. The EMD may be forfeited under the following circumstances:

If a Bidder:

- i. Withdraws its bid during the period of bid validity specified on the Bid Form or
- ii. In the case of the successful Bidder, if the Bidder fails to sign the contract and commence the work as per the prescribed schedule

4. **Period of Validity of Bids:** Bids shall remain valid for a period of 180 days after the date of deadline for submission of bids prescribed by the IAV.

5. **Deadline for submission of Bids**

The IAV may, at its discretion, extend this deadline for submission of bids in which case all rights of the IAV and all obligations of the Bidders will thereafter be subject to the deadline as extended.

6. **Opening and Examination of Bids**

a. The bids will be opened on the prescribed date and time as mentioned in the Bid document. Bidders or their representative may be present during the time of opening of bid, if they wish to be present by following due COVID protocols.

b. The IAV will evaluate the bids as per the terms of the tender. Those bids, fulfill the technical requirements and responsive to the tender requirements will be considered. Those bids which found to be either non-responsive, not satisfying the technical requirements or both will not be considered and will be rejected.

c. The IAV will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required security has been furnished, whether the documents have been properly signed and whether the bids are generally in order.

d. If there is a discrepancy between words and figures, *the amount in words shall prevail*. If a Bidder does not accept the correction of errors, the bid will be rejected and its EMD may be forfeited.

e. The IAV may waive any minor nonconformity or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

f. Prior to the detailed evaluation, the IAV will determine whether each bid is complete and is substantially responsive to the Tender Document. For purposes of this determination, a substantially responsive bid is one that conforms to all the terms,

conditions and specifications of the Tender Document without material deviations, exceptions, objections, conditionality or reservations. A material deviation, exception, objection, conditionality, or reservation is:

(a) One that limits in any substantial way the scope, quality, or performance of the equipment;

(b) One that limits, in any substantial way that is inconsistent with the Tender Document, the IAV's rights or the successful Bidder's obligations under the Contract: and

(c) One that the acceptance of which would unfairly affect the competitive position of other Bidders who have submitted substantially responsive bids.

(d) If a bid is not substantially responsive, it shall be rejected by the IAV and may not subsequently be made responsive by the Bidder by correction of the non conformity. The IAV's determination of bid responsiveness will be based on the contents of the bid itself and any written clarifications submitted by the Bidder.

7. **Clarification of Bids:** During the bid evaluation, the IAV may, at its discretion, ask the Bidder for a clarification of its bid in writing/e-mail and the bidder has also required providing the clarification in writing. No change in the price or substance of the bid shall be sought, offered or permitted.

8. **Evaluation of Responsive Bids:** The IAV will evaluate the bids that have been determined to be substantially responsive.

9. **Contacting the Institute**

a. From the time of bid opening to the time of Contract award, if any Bidder wishes to contact the IAV on any matter related to the bid, it shall do so in writing.

b. If a Bidder tries to directly influence the IAV or otherwise interfere in the bid evaluation process and the Contract award decision, his bid shall be rejected.

10. **Award Criteria**

IAV will award the contract to the Bidder whose bid has been determined to be substantially responsive and the Lowest Quoted Evaluated Bid.

11. **Right to Accept/Reject/Modify Bids**

a. The IAV reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the Bidders.

- b. The IAV reserves the right to negotiate with the Bidder having the Lowest Evaluated Bid.

12. **Award of Work Order**

- a. Prior to the expiration of the period of bid validity, the IAV will issue the Letter of Intent /Work Order to the successful Bidder in writing.
- b. The work order will constitute the foundation of the Contract.

13. **Contract Agreement**

Within **Seven (07)** days of receipt of the Work Order, the successful Bidder shall execute an agreement with the Institute which will be framed as per the terms and conditions of the tender and work order.

14. **Contract Documents**

- a. All documents forming part of the contract (and all parts of these documents) are intended to be correlative, complementary and mutually explanatory. The contract shall be read as a whole.
- b. The order of precedence of the Contract documents will be as follows:
 - (i) Contract Agreement
 - (ii) All other Forms
 - (iii) Contractor's Bid
 - (iv) Tender Document

15. **Terms of Payment**

Payment will be made only after completion of work in all aspects as per the tender specifications and after the testing and commissioning of the installations to the satisfaction of the officials of the Institute.

16. **Governing Law:** The Contract shall be governed by and interpreted in accordance with the laws of India.

17. **Settlement of Disputes:** Any dispute or claim arising out of/relating to this Contract or the breach, termination or the invalidity thereof, shall be settled by the Hon'ble Courts of Justice at Thiruvananthapuram.

18. The page number should be marked in all pages serially (including all supporting documents enclosed with the tender document) and the declaration for the same shall be submitted by the bidder as **Annexure II**.

19. **Institute of Advanced Virology reserves the right to accept or reject any or all the tenders in part or whole or may cancel the tender at its sole discretion without**

assigning any reason what so ever. No further correspondence in this regard will be entertained.

DETAILS OF THE FIRM

1	Name and Address of the bidder/firm	
2	Type of firm :Propriety/ Private/ Private Ltd/ MNC/ Cooperative/ Govt.undertaking	
3	GST No	
4	Bank Account Details	
5	Has the firm ever been debarred/blacklisted by any government organisation/dept. If yes, give the details.	

FINANCIAL BID

Name of work: **INSTALLATION OF ACRYLIC SIGN BOARD** at phase 1 A building of Institute of Advanced Virology Thiruvananthapuram as per the following specifications & quantities:

SI No	Description of the Item	Quantity* (Mtrs/Nos)
1	Acrylic Box Type Letter Led Board with metal frame as follows Specification/Material: Board size : 56 x 4 feet Box letter size : 3 feet Letters : white colour Metal frame : 2" x 1.5" Tub 18 Gauge thickness frame 'L' Clamp : 2" x 2" Angle for fixing Top Sheet : Black ACP 3mm (Aluminium Composite Panel)	1
2	Acrylic Led Board for Institute logo in round Shape Board size : 7 feet round <u>Other Details</u> LED light & Power Supply one year warranty	1
Total amount in Figures		
Total amount in words		

Note: The rate quoted should include the cost of items, transportation, loading/unloading, labour/installation charges and other incidental expenses involved.

Place:

(Authorised signatory)

Date:

UNDERTAKING BY THE TENDERER

I/We have carefully gone through the various terms and conditions mentioned in the tender document for the work titled **INSTALLATION OF ACRYLIC SIGN BOARD** at Phase 1 A building of Institute of Advanced Virology, Bio 360 Life Sciences Park, Thonnakkal P.O, Thiruvananthapuram- 695317.

I am making this offer i.e Rs. _____ (Rupees _____) is after carefully reading the conditions and understanding the same. I have understood the magnitude of work, quantity of items/labour/other charges required to execute the work, before making this offer.

This tender document has _____ pages including the attachments and all the documents including blank pages are serially numbered.

I hereby sign this undertaking as token of our acceptance of various conditions mentioned in tender document.

Place : _____

Dated : _____

(Authorized Name & Signatory of Agency/firm with stamp)